



CAC/RCP 1-1969, Rev. 4-2003



Doc No: QMSPL_F/9.2_F13

CONFIDENTIAL

ISSUED TO: REBEL FOODS PVT LTD



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Company Representative	John Doe, Jane Smith			
Site Address	123 Food Street, Cuisine City			
State	Gourmet State	Pin Code	123456	
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Audit Team:	Auditor One, Auditor Two		Audit Type:	Annual
Date of Audit:	8/26/2024	Audit Criteria:	FSSAI Standards	
Type of Audit:	Pre Assessment Annual audit			
Scope	Full Kitchen and Service Area			
Manpower	Male	15	Female	12

Instruction for completing the checklist

This checklist is based on HACCP-INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE CAC/RCP 1-1969, Rev. 4-2003.

The compliance for each requirement are defined as **Y = Yes, N = No, NI = Need Improvement, and N/A = Not Applicable**. Please write down your comments or any objective evidence of non-conformities are found.

For more than 20 No's, there has to be a new audit scheduled, no conformation can be issued.

Note: Compliance to this Checklist should be appropriate in regard to the complexity, nature and size of the operation. Some requirements could be a major nonconformance if the severity justifies this, e.g. if the nonconformance results in unsafe products and/or causes a significant public health risk.

Color Coding:

Y	Compliance
N	Not Compliance
NI	Needs Improvement
N.A	Not Applicable
Yellow	Highlighted text

Legal Requirements

S.NO.	LICENSES AND CERTIFICATION	DETAILS
1	FSSAI LICENSE	License No: 13319004000100 Validity: 11-04-2022 to 04-08-2027 Finding: Category Restaurant.
2	WEIGHTS & MEASURES	Book No. 0103, S. No. 033 Machine Sr no.: A01-A40 Date: 04/01/2024 Next Due Date: 04/01/2025
3	LABOR/SHOP ACT DEPARTMENT REGISTRATION CERTIFICATE OF SHOP OR COMMERCIAL.	LICENSE NO: 2019033541 VALID FROM-12.05.2019
4	CALIBRATION CERTIFICATE OF PEN SHAPE- PROBE THERMOMETER	CERTIFICATE NUMBER- SE/DTH/1646 MODEL NO: DIGITAL/TP-101 RANGE: -50 TO 300'C LEAST COUNT- 0.1'C. CALIBRATED ON 22.10.2023 AND NEXT DUE IS ON 21.10.2024
5	CALIBRATION OF DISPLAY THERMOMETER- WALK IN.	Calibration done by External Vendor.
6	MEDICAL CERTIFICATE	SAMPLE: 1. Farjan (CDO) 2. Babloo (Rider) 3. Deepak Kumar (Coach) DATE: 09/09/2023, Certified By Dr. Sachin Kumar Sharma Reg NO.: DMC-18193 TEST PERFORMED AS PER FSSAI 1. Physical Parameter 2. Blood Test 3. Eye Vision 4. Vaccine-Typhoid
7	FOOD TEST	SAMPLE: Double Peproni pizza Lab: Equinix REPORT NO: EQNX:001:LAB:F231003398 DATE: 17/10/2023 SAMPLE DRAWN BY: IAB REMARK: THE RESULT OF ANALYSIS OF FOOD SAMPLE CONFORMS TO THE RECOMMENDED FOR THE TESTED PARAMETER ONLY, HENCE THE SAMPLE IS SUITABLE FOR CONSUMPTION BASED ON THE TEST CARRIED OUT.

8	WATER TEST REPORT	REPORT NO: W20231209-065-103 FARELAB DATE: 14/12/2023 SAMPLE DRAWN BY LAB REPRESENTATIVE. REMARK: THE SAMPLE CONFIRMS TO IS 10500:2012
9	EQUIPMENT SWAB	SAMPLE: Hand Swab - Fare Labs EMPLOYEE NAME: Not Found on Report Fare Labs REPORT NO: OT20230926-013-134 DATE: 03.10.2023 SAMPLE DRAWN BY LAB REMARK: THE RESULT OF ANALYSIS OF SWAB SAMPLE CONFORMS TO THE RECOMMENDED FOR THE TESTED PARAMETER ONLY; HENCE THE SAMPLE IS ACCEPTABLE WITH RESPECT TO PERSONNEL HYGIENE BASED ON THE TEST CARRIED OUT.
10	PEST CONTROL	PEST SHIELD Last service History: 28/02/2024
11	FIRE NOC	N.A.



The Quantus logo is a large, semi-transparent watermark centered on the page. It features the word "Quantus" in a bold, sans-serif font. A red circle is positioned over the letter "Q". A registered trademark symbol (®) is located in the top right corner of the "s" character.

Requirements & Guidelines	Compliance				Evidence & Comments	
	Y	N	NI	N/A		
CODEX - FOOD HYGIENE						
SECTION IV – ESTABLISHMENT: DESIGN AND FACILITIES						
4.1 LOCATION						
4.1.1 ESTABLISHMENTS						
1. Should be located away from environmentally polluted areas and industrial activities					Uniforms are clean and hairnets properly worn.	
2. Should be avoided from flooding					Handwashing station fully stocked.	
3. Should be avoided from infestation of pests					Some ingredients lacked proper labeling.	
4. Surroundings adequately drained					Temperature maintained at 4°C.	
4.1.2 EQUIPMENT						
Equipment should be located so that it:						
1. Allows sufficient maintenance and cleaning					Cleaning supplies stored in a separate cabinet.	
2. Functions properly					Spill observed near the stove area.	
3. Facilitates sanitation					No signs of pests observed.	
4.2 PREMISES AND ROOMS						
4.2.1 DESIGN AND LAYOUT						
1. Internal design and layout of food manufacturing area should allow good sanitation and prevent cross-contamination between operations					Sanitization records were incomplete.	
4.2.2 INTERNAL STRUCTURES AND FITTING						
1. Walls, partitions, floors that are durable, impervious, cleanable					Ventilation system operational with no issues.	
2. Walls, partitions should have a smooth surface of appropriate height					Training records for some employees were missing.	
3. Floors constructed to permit liquids to drain effectively					Trash bins covered and emptied twice daily.	

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
4. Ceilings and overhead fixtures should be designed so as to reduce the accumulation of dirt and condensation droplet, and the shedding of substances					Some items were found past their expiration date.
5. No difficulty in cleaning the window					Thawing procedures observed as per guidelines.
6. Window should be designed to reduce the accumulation of dirt					All areas well-lit.
7. It should be fitted with removable and cleanable insect-proof screens if necessary					Fire extinguishers inspected and accessible.
8. It should be fixed where appropriately					
9. Doors should have non-absorbent, smooth surface, easy to clean and disinfect					Incident management system not fully implemented.
10. Working surfaces that come into direct contact with the food should be durable, cleanable, easy to maintain and disinfect					Storage areas well-organized.
11. They should be made of smooth, non-absorbent materials and do not react with the food, detergents and disinfectants under normal operations					Chemicals stored in a locked cabinet.
4.3 EQUIPMENT					
4.3.1 GENERAL					
1. Equipment and containers that have direct contact with food should be designed to make sure that they can be sufficiently cleaned, disinfected and maintained to prevent food from contamination					Utensils cleaned and sanitized as required.
2. Equipment and containers should be made of non-toxic materials					Staff training on allergen control needs improvement.
3. Equipment should be durable, movable or capable of being disassembled to allow for maintenance, cleaning, disinfection, monitoring so as to facilitate the inspection of presence of pests					Deliveries inspected, no issues found.
4.3.2 FOOD CONTROL & MONITORING EQUIPMENT					
1. Equipment used to cook, heat treat, cool, store or freeze food should be designed to reach the desired food temperatures to be controlled and monitored					Inspection records were not fully up to date.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
2. Equipment should have effective ways to control and monitor humidity, ventilation and any other characteristics likely to have a harmful effect on the fitness of food. These requirements are proposed to ensure that .					All appliances functioning well.
3. Undesirable microorganisms or their toxins are eliminated or reduced to safe levels or their growth are controlled effectively		✓			Dishwashing area needs cleaning.
4. Critical limits established in HACCP-based scheme can be monitored					Temperatures monitored with logs available.
5. Temps and other conditions required to fitness of food can be reached and kept					Employees observed practicing good hygiene.
4.3.3 CONTAINERS FOR WASTE AND INEDIBLE SUBSTANCES					
1. Containers for waste, by-products, inedible or dangerous substances should be identifiable, of appropriate design and made of impervious material			✓		Emergency plan is outdated.
2. Containers for holding dangerous substances should be identified, and where appropriate, lockable				✓	Waste disposal area clean and maintained.
4.4 FACILITIES					
4.4.1 WATER SUPPLY					
1. A sufficient supply of potable water with suitable facilities for its storage, distribution and temperature control should be available to ensure the fitness of food for human consumption	✓	✓			Some surfaces were found with minor cracks.
2. Potable water should be as specified in the latest edition of WHO Guidelines for Drinking Water Quality, or a higher standard of water				✓	First aid kit needs restocking.
3. Non-potable water should have an individual system	✓				Cooling procedures followed as per guidelines.
4. Non-potable water systems should be identified and should not have direct contact with potable water systems			✓		Pest control log was not up to date.
4.4.2 DRAINAGE & WASTE DISPOSAL					
1. Sufficient drainage and waste disposal systems and facilities should be available	✓		✓		Cutting boards in good condition and sanitized.
2. They should be designed so that the contamination of food or the potable water supply is prevented				✓	High-risk foods stored at safe temperatures.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
4.4.3 CLEANING					
1. Sufficient facilities with suitable design should be provided for cleaning food, utensils and equipment					Some areas in the refrigerator need cleaning.
2. Such facilities should have a sufficient supply of hot and cold potable water where necessary					
4.4.4 PERSONNEL HYGIENE FACILITIES & TOILETS					
Personal hygiene facilities should be available to make sure that a high degree of personal hygiene can be kept and to prevent food from contamination. Facilities should include:					
1. Sufficient ways of washing and drying hands, including wash basins and a supply of appropriate temperature water					All staff were wearing non-slip shoes.
2. Lavatories of appropriate design					Procedure exists but not effectively communicated.
3. Adequate changing facilities for personnel					Cloths are regularly cleaned and sanitized.
4. Such facilities should be appropriately designed to prevent cross contamination					Inspection log was incomplete.
4.4.5 TEMPERATURE CONTROL					
1. Adequate facilities should be available for heating, cooling, cooking, refrigerating and freezing or frozen foods, monitoring food temperatures, and if necessary, controlling room temperatures to ensure fitness of food for human consumption					All sinks accessible and working.
4.4.6 AIR QUALITY & VENTILATION					
Sufficient means of natural or mechanical should be available to:					
1. Reduce air-borne contamination of food					No recalls have occurred.
2. Control room temperatures					Staff training includes cross-contamination prevention.
3. Control odors					Backup power available and tested regularly.
4. Control humidity to make sure the food is fit for human consumption					Exhaust hoods cleaned as per schedule.
5. Ventilation systems should be designed so that there is no contamination of air and, where necessary, they should be kept cleaned					Utensils stored in sanitized holders.
4.4.7 LIGHTING					
1. Sufficient natural or artificial lighting should be available to allow the undertaking to operate in a hygienic way					All areas have sufficient lighting.
2. Lighting should not alter the color of food					Maintenance schedule not consistently followed.
3. The intensity should be sufficient					All exits were clear during inspection.
4. Lighting fixtures should have protective measures so that there is no contamination in case of breakage					Temperatures checked and within safe range.
4.4.8 STORAGE					
1. Adequate facilities for the storage of food, ingredients and non-food chemicals should be available					Gloves used correctly and changed as needed.
Food storage facilities should be designed to:					
1. Allow sufficient maintenance and cleaning					All containers labeled with contents and dates.
2. Prevent pest entry and infestation					Waste management system in place but needs improvement.
3. Make sure that food is protected from contamination during storage					Uniforms provided and worn daily.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
4. Reduce deterioration of food	—	—	—	—	Calibration records were incomplete.
5. The type of storage facilities needed will depend on the nature of the food. Individual facilities for cleaning materials and harmful substances should be available	—	—	—	—	Leak observed under the sink area.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	

SECTION V – CONTROL OF OPERATION

5.1 CONTROL OF FOOD HAZARDS

Operators of food business should control food hazards through e.g. HACCP. They should:

1. Identify steps in operations which are important to food	—	—	—	—	Allergen procedures in place and followed.
2. Implement effective control steps	—	—	—	—	Dining area well-maintained and clean.
3. Monitor control step to make sure effectiveness is continuous	—	—	—	—	Only necessary items present in the food prep area.
4. Review control steps regularly, and whenever there is a change in the operations	—	—	—	—	Personal hygiene policies are implemented.
5. These systems should be applied throughout the food chain to control food sanitation throughout the shelf-life of the final product through proper product and process design	—	—	—	—	Temperature logs were missing for some appliances.

5.2 KEY ASPECTS OF HYGIENE CONTROL SYSTEMS

5.2.1 TIME & TEMPERATURE CONTROL

Temperature control systems should consider:

1. Nature of food	—	—	—	—	All lights operational and in good condition.
2. Intended expired date of final product	—	—	—	—	Ice machine cleaning records were incomplete.
3. Method of packaging and processing	—	—	—	—	Fire exits clearly marked and accessible.
4. The intended use of product	—	—	—	—	Sanitation procedures followed in the dishwashing area.
5. Such systems should specify tolerable limits for time and temperature variations. Temperature recording apparatus should be checked routinely and tested for accuracy	—	—	—	—	Transport logs indicate temperature monitoring.

5.2.2 SPECIFIC PROCESS STEPS

Steps which contribute to sanitation include:

- chilling, thermal processing, irradiation, drying, chemical preservation, vacuum or modified atmospheric packaging	—	—	—	—	FIFO procedures were not consistently followed.
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5.2.3 MICROBIOLOGICAL AND OTHER SPECIFICATIONS

1. Physical, chemical and microbiological specifications used in food control systems should be based on sound scientific principles	—	—	—	—	Cleaning schedules followed and logs maintained.
2. Monitoring procedures, analytical methods and action limits should be stated where necessary	—	—	—	—	Vehicles inspected and found clean.

5.2.4 MICROBIOLOGICAL CROSS CONTAMINATION

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
1. Raw, unprocessed food should be separated from ready-to-eat foods, with cleaning and disinfection immediately where necessary					All soap dispensers were full at the time of audit.
2. Entry to processing location may require restriction				—	Layout allows for safe and efficient food preparation.
3. If there is a high risk, entry to processing location should be allowed via a changing facility only					Temperature logs were up-to-date and accurate.
4. Personnel may require to wear protective clothing					Utensils were properly segregated.
5. Surfaces, utensils, equipment, fixtures and fittings should be thoroughly cleaned and where necessary disinfected after raw food has been handled	—				Fire extinguishers inspected and tags were current.
5.2.5 PHYSICAL & CHEMICAL CONTAMINATION					
1. Systems should be set to prevent contamination of foods by foreign substance (e.g. glass, metal shards from machinery, dust, harmful fumes and unwanted chemicals)					No hazardous materials were observed.
2. In manufacturing and processing, appropriate detection/screening devices should be available where necessary	—			—	Floors were clean and well-maintained.
5.3 INCOMING MATERIAL REQUIREMENTS					
1. No raw materials or ingredients should be accepted by a manufacturing plant if it contains parasites, undesirable microorganisms, pesticides, veterinary drugs or toxic, decomposed or foreign matter which would not be reduced to an acceptable level by normal processing or sorting					Ventilation was observed to be sufficient.
2. Specifications for raw materials should be applied where necessary					No signs of pests were found in storage areas.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
3. Raw materials or ingredients should be inspected before processing					Health check logs were incomplete.
4. Laboratory tests should be performed					Dishwashing machines were operational and clean.
5. Stock rotation should be applied to raw materials and ingredients. (FIFO)					Handwashing stations had both hot and cold water.

5.4 PACKAGING

1. Packaging design and materials should offer sufficient protection for products to reduce contamination, avoid damage and accommodate appropriate labeling					Cleaning and sanitizing procedures were observed.
2. Packaging materials or gases should be non-toxic and does not have an adverse effect to the fitness of food under the specified conditions of storage and use					Reporting procedures exist but are not well enforced.
3. Reusable packaging should be durable, easy to clean and disinfect					All containers were sealed appropriately.

5.5 WATER

5.5.1 IN CONTACT WITH FOOD

Only potable water should be used in food handling and processing.

Exceptions are as follows:

1. For steam production, fire control and similar purposes not connected with food					No mold was observed during the audit.
2. In certain food processes which do not threaten the fitness of food for human consumption					Employees demonstrated good knowledge of food safety.
3. Recirculated water should have received no further treatment and water recovered from processing by evaporation or drying may be used if there is no threat to the fitness of food					Restrooms were clean and stocked with necessary supplies.

5.5.2 AS AN INGREDIENT

1. Potable water should be used to prevent food from contamination					Water tests confirmed it is safe for use.
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5.5.3 ICE & STEAM

1. Ice should be made from water that complies with section 4.4.1. Ice and steam should be handled and stored to prevent them from contamination					First aid kits were checked and fully stocked.
2. Steam has direct contact with food or food contact surfaces should not have an adverse effect to the fitness of food					Expiration dates were checked and recorded regularly.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
5.6 MANAGEMENT AND SUPERVISION					
1. Managers and supervisors should have sufficient knowledge of sanitation principles and practices so that they can judge if there are potential risks, take appropriate measures and corrective action, and make sure monitoring and supervision are performed properly					Walls and ceilings were clean and stain-free.
5.7 DOCUMENT & RECORDS					
1. Records of processing, production and distribution should be kept and retained for a period that exceeds the shelf-life of the product					Garbage area had an unpleasant odor and needed cleaning.
2. Credibility and effectiveness of the food safety control system can be enhanced by documentation					Sanitizing procedures were observed being followed.
5.8 RECALL PROCEDURES					
1. Effective procedures should be available to deal with food safety hazard					Staff demonstrated knowledge of emergency procedures.
2. Effective procedures should be available for complete recall of any implicated lot of the final product from the market					Grease trap cleaning logs were not up-to-date.
3. If a product has been recalled because of health hazard, other products which are under similar processing, and which may have an adverse effect to public health, should be checked for safety and may require to be recalled					Thermometers were calibrated as per the schedule.
4. Public warnings should be considered					All food handlers had valid certifications.
5. Recalled products should be held under supervision until they are destroyed, used for purposes other than human consumption, determined to be safe or reprocessed in a way to ensure safety					Cleaning chemicals were stored safely and policies were in place.
SECTION VI - ESTABLISHMENT: MAINTENANCE & SANITATION					
6.1 MAINTENANCE & CLEANING					
6.1.1 GENERAL					
Establishment and equipment should be kept in an appropriate state of repair and condition to:					
1. Facilitate hygiene procedures					Drains were clean and operational.
2. Function properly, especially at critical procedures (Paragraph 5.1).					No flammable materials were found in the kitchen.
3. Avoid contamination of food					Procedures for managing illnesses were documented and follow
4. Cleaning methods should remove food residues and dirt					Non-slip floors were observed, and no cracks were found.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
5. Disinfection may be required after cleaning					Pest control logs were up to date.
6. Cleaning chemicals should be handled carefully and used under manufacturers' instructions			—		All light fixtures had protective covers.
7. Cleaning chemicals should be stored away from food in clearly identified containers to avoid contamination					Raw and cooked foods were stored in separate sections.
6.1.2 CLEANING PROCEDURE & METHODS					
Cleaning can be conducted by separate or combined use of physical methods					
Cleaning procedures may involve:					
1. Removing gross debris from surfaces			—		Color-coded cutting boards were used appropriately.
2. Applying a detergent solution to loosen soil and bacterial film and hold them in solution	—				Regular inspections of food stock were documented.
3. Rinsing with water which complies with section 4, to eliminate loosened soil and residues of detergent		—	—		Temperatures were within the recommended range.
4. Dry cleaning or other appropriate methods for eliminating and collecting residues and debris	—		—		Personal storage areas were provided for staff.
5. Disinfection where necessary					Emergency exit signs were clearly visible.
6.2 CLEANING PROGRAMS					
Cleaning and disinfection programs should make sure that all components of the plant are clean, and include the cleaning of cleaning equipment					
Cleaning and disinfection programs should be monitored for suitability and effectiveness. If necessary, they should be documented					
If written cleaning programs are used, they should specify:					
1. Locations, items of equipment and utensils to be cleaned	—	—	—		Cooking oils were stored safely.
2. Responsibility for particular jobs	—	—	—		Food handlers were observed wearing protective clothing.
3. Method & frequency of cleaning	—	—	—		Procedures for food recalls were documented.
4. Monitoring arrangements	—	—	—		Electrical equipment was in good condition and grounded.
5. If necessary, programs should be consulted with specialists			—		Maintenance logs for kitchen equipment were up to date.
6.3 PEST CONTROL SYSTEMS					
6.3.1 GENERAL					
1. Good hygiene practices should be developed to prevent infestation of pests					Screens were installed on all windows and doors.
2. Good hygiene practices, inspection of incoming materials and good monitoring can reduce breeding of insects and reduce the use of pesticides					Cleaning schedules were visible and adhered to.
6.3.2 PREVENTING ACCESS					
1. Buildings should be kept in good repair to prevent pest entry and to reduce potential breeding locations					Hand sanitizers were available at all stations.
2. Holes, drains and other places where pests are likely to gain entry should be kept sealed					The kitchen layout was observed to minimize cross-contamination.
3. Wire mesh screens can reduce the access of pests	—	—	—		Surfaces were smooth and maintained cleanliness.
4. Animals should be excluded from the food manufacturing plants	—		—		Spill cleanup procedures were documented and accessible.
6.3.3 HARBOURAGE & INFESTATION					

Requirements & Guidelines	Compliance				Evidence & Comments	
	Y	N	NI	N/A		
1. Potential food sources should be stored in pest-proof containers and/or stacked above the ground and away from walls				-	Food handlers used disposable gloves as required.	
2. Areas should be kept clean	-	-	-	-	A specific area for washing produce was observed.	
3. Waste should be stored in covered, pest-proof containers					Chemicals were stored in a separate area.	
6.3.4 MONITORING & DETECTION						
1. Food plants and surrounding areas should be routinely checked for evidence of infestation				-	Ventilation hoods were clean and in good condition.	
6.3.5 ERADICATION						
1. Pest infestation should be handled immediately					Food waste management practices were observed.	
2. Treatment with chemical, physical or biological agents should be conducted carefully					Staff were knowledgeable about allergy protocols.	
6.4 WASTE MANAGEMENT						
1. Appropriate provision should be performed for the removal and storage of waste					Equipment was arranged for easy cleaning access.	
2. Waste should not be permitted to pile up in food handling, food storage, working areas and surrounding environment				-	All staff in food preparation areas used hair and beard covers.	
3. Storage areas should be kept clean			-	-	Thermometers were used to monitor temperature-sensitive foods.	
6.5 MONITORING EFFECTIVENESS						
1. Sanitation systems should be monitored for effectiveness, regularly verified by effective ways (e.g. Audit pre-operational inspection, microbiological sampling of environment and food contact surfaces and routinely reviewed and adapted to reflect changed circumstance)					Thawing procedures were documented and followed.	
Requirements & Guidelines	Compliance				Evidence & Comments	
	Y	N	NI	N/A		
SECTION VII - ESTABLISHMENT: PERSONAL HYGIENE						
7.1 HEALTH STATUS						
1. Persons suspected to be suffering from, or to be a carrier of a disease likely to be transmitted through food, should not be permitted to enter food handling areas					Handwashing training was provided to all staff.	
2. People so affected should report illness to management immediately				-	All containers were labeled and dated correctly.	
3. Medical examination of a food handler should be conducted if clinically or epidemiologically indicated					Emergency numbers were posted near telephones and exits.	
7.2 ILLNESS & INJURIES						
1. Jaundice, diarrhea, vomiting, fever, sore throat with fever, visibly infected skin lesions, discharges from ears, eyes, noses should be reported to management					Utensils and tools were inspected and found to be in good condition.	
2. Staff infected with above illness should not	-	-	-	-	Uniform cleaning logs were maintained.	

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
handle food					
3. They should consider medical examination					Sharp tools were stored in a secure manner.

7.3 PERSONAL CLEANLINESS

1. Food handlers should be of high degree of personal cleanliness, wear protective clothing, head covering and footwear					Evacuation plans were clearly displayed in the kitchen area.
2. Cuts and wounds should be covered					All deliveries were inspected and documented upon receipt.
3. Personnel should wash their hands <ul style="list-style-type: none"> • at the beginning of food handling • Immediately after of food handling • after handling raw food or contaminated material where this may contaminate other food items; they should not handle ready-to-eat food 					Lighting was sufficient in all areas of food preparation.

7.4 PERSONAL BEHAVIOR

1. Smoking, spitting, chewing or eating, sneezing/coughing over unprotected food are not allowed					Temperature logs were current and accurate.
2. Jewelry watches, pins should not be worn in food handling locations if there is a risk to the fitness of food					Emergency lighting was tested and functioning correctly.

7.5 VISITORS

1. Visitors to food manufacturing, processing areas should wear protective clothing and obey the personal hygiene provisions in this section					First aid kits were fully stocked and accessible.
Requirements & Guidelines		Compliance			
		Y	N	NI	N/A

SECTION VIII – TRANSPORTATION

1. Food should be sufficiently protected during transport					Dry goods were stored appropriately in sealed containers.
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8.1 GENERAL

2. Food should be sufficiently protected during transportation					Expiration dates were regularly checked and recorded.
3. Conveyances or containers should be of appropriate design					Training records showed all staff were trained in fire extinguisher use.

8.2 REQUIREMENTS

Conveyances and bulk containers should be designed so that they:

1. Do not contaminate foods or packaging					Procedures to prevent cross-contamination were observed and
2. Can be cleaned effectively and disinfected					Waste bins were covered and emptied as needed.
3. Allow separation of different foods or foods from non-food substances during transport					No evidence of pests was found during checks.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
4. Provide protection from contamination	Y				Staff training records confirmed reporting protocols.
5. Can maintain temperature, humidity, atmosphere and other situations to protect food from undesirable microbial growth and deterioration	Y				Ventilation systems were clean and well-maintained.
6. Permit required temperature, humidity and other conditions to be monitored					Disposable containers were stored correctly.

8.3 USE & MAINTENANCE

1. Conveyances and containers for food transportation should be maintained in an appropriate state of repair, cleanliness and condition					No personal items were observed in preparation areas.
2. If the conveyance or container is used for transporting different foods or non-foods, cleaning and disinfection should be performed between loads			Y		All equipment was calibrated and in good working order.
3. In bulk transport, containers and conveyances should be designed and labelled for food use only and be used only for that intention					Separate sinks were available and clearly marked.
Requirements & Guidelines	Compliance				Evidence & Comment
	Y	N	NI	N/A	

SECTION IX - PRODUCT INFORMATION & CONSUMER AWARENESS

9.1 LOT IDENTIFICATION

1. Lot identification is necessary in product recall					All chemicals were food-safe and approved.
2. Effective stock rotation may require lot identification	Y				Waste disposal procedures were documented and adhered to.
3. Each container of food should be labeled to identify the producer and the lot					Storage areas were dry and well-ventilated.
4. Codex General Standard for the labeling of Prepackaged Foods (CODEX STAN1-1985) applies			Y		Non-food items were stored separately from food.

9.2 PRODUCT INFORMATION

1. All food products should have adequate information to enable the next person in the food chain to handle					Handwashing signs were posted in all relevant areas.
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9.3 LABELLING

1. Prepackaged foods should be labeled with clear instructions to enable the person in the food chain to handle safely					Temperatures were recorded for all deliveries.
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9.4 CONSUMER EDUCATION

2. Health education programs should cover general food sanitation			Y		End-of-shift inspections were documented.
3. Such programs should make sure that the consumers understand the importance of product information and to follow instructions come with the products and make informed choices		Y			Restrooms were clean and fully stocked.
4. Consumers should be notified of the relationship between time/temperature control			Y		Training records confirmed food storage training.

Requirements & Guidelines	Compliance				Evidence & Comments	
	Y	N	NI	N/A		
and foodborne illness if necessary						
Requirements & Guidelines	Compliance				Evidence & Comments	
	Y	N	NI	N/A		
SECTION X – TRAINING						
10.1 AWARENESS AND RESPONSIBILITIES						
1. Personnel should know their role and responsibilities in protecting food from contamination or deterioration					FIFO procedures were observed and followed.	
2. Food handlers should have the knowledge and techniques to make sure that they can handle the food in a clean way					Cleaning supplies were stored in designated areas.	
3. Those who are responsible for strong cleaning chemicals or other potentially hazardous chemicals should be taught so that they know how to handle the chemicals safely					Staff were aware of fire extinguisher locations.	
10.2 TRAINING PROGRAMS						
Factors consider in assessing the level of training needed include:						
1. Nature of food; especially its ability to support growth of undesirable microorganisms					Allergen labeling procedures were followed.	
2. The way in which the food is processed and packaged					Refrigerators and freezers were clean and organized.	
3. Further preparation before final consumption of the product					Expired food was disposed of according to procedures.	
4. The storage conditions of the food and the expected length of time before consumption					Training records confirmed PPE training for staff.	
10.3 INSTRUCTION & SUPERVISION						
1. Regular assessments of the effectiveness of training and instruction programs should be performed					Dishwashing machines were well-maintained and operational.	
2. Regular supervisors and checks should be conducted to make sure that procedures are effective					Floors were clean and free of obstacles.	
3. Managers and supervisors of food processing plants should have the knowledge of sanitation principles and practices to see if there is any threat and take the corrective action					Handwashing stations were fully stocked.	
10.4 REFRESHER TRAINING						
1. Training programs should be regularly reviewed and updated					All food containers were properly labeled.	
2. Systems should be maintained to make sure that food handlers are aware of all the steps to keep the food safe and fit for consumption					Food handling instructions were provided to all staff.	
Requirements & Guidelines	Compliance				Evidence & Comments	
	Y	N	NI	N/A		
CODEX – HACCP						
1 Assemble HACCP team (preliminary step)						

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
1. Product specific knowledge and expertise should be available for the development of an effective HACCP plan					Grease traps and filters were maintained.
2. A multidisciplinary team should work		-			All fire exits were clearly marked and unobstructed.
3. If expertise is not available, expert advice from other sources should be inquired					Hazard identification training was provided.
4. The scope of the HACCP plan should be identified					Temperature-sensitive ingredients were stored correctly.
5. The scope should involve the components of the food chain and general classes of hazards					Utensils were stored in a sanitary manner.
2 Describe product (preliminary step)					
1. A complete description of the product should be including relevant safety information such as composition, physical or chemical structure (Water activity, pH) microbial/static treatments (heat-treatment, freezing, brining, smoking), packaging, durability and storage conditions and method of distribution					Food contact surfaces were regularly sanitized.
3 Identify intended use (preliminary step)					
1. The intended use should be based on the expected uses of the product by the consumer					Temperature logs were reviewed and signed off by a supervisor.
2. In specific cases, vulnerable groups of the population should be considered					Perishable foods were rotated and used appropriately.
4 Construct flow diagram (preliminary step)					
1. Flow diagram should be constructed by HACCP team					Hand sanitizers were available and in use.
2. Flow diagram should cover all procedures in the operation					Reheating procedures were documented and followed.
3. Consideration should be given to procedures preceding and following the specified operation when HACCP is applied					Cleaning schedules were followed.
5 On site confirmation of flow diagram (preliminary step)					
1. Processing operation against the flow diagram in all procedures and hours of operation should be confirmed by HACCP team					Raw and cooked foods were kept in separate areas.
2. The flow diagram should be corrected where appropriate		-			Kitchen appliances were inspected and functioning properly.
6 List all potential hazards associated with each step, conduct a hazard analysis, and consider any measures to control identified hazards (principle 1)					
1. All hazards that may exist should be listed by the HACCP team		-			Spill cleaning procedures were communicated to staff.
2. Hazard analysis should be done to see which hazards can be eliminated or reduced to acceptable levels so as to produce a safe final product			-		Knives and sharp tools were stored safely.
3. In carrying out the hazard analysis, the following should be included if possible,					Hazardous material disposal procedures were documented.
4. Likely existence of hazards and degree of severity					Coolers and freezers were well-organized.
5. The qualitative and/or quantitative evaluation of existence of hazards		-			Food thermometers were calibrated and in use.
6. Growth of undesirable microorganisms					Staff were trained in handling food allergies.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
7. Production or persistence in foods of toxins, chemical/physical agents					Dining areas were clean and well-maintained.
8. Conditions leading to the above					Equipment manuals were available and accessible.
9. Control measures should be considered for each hazard					The kitchen was well-lit in all areas.
7 Determine Critical Control Points (principle 2)					
1. Critical points which are important to control significant food safety hazards are considered as CCPs					Cleaning agents were stored separately from food.
2. Logic for selection of CCPs should be reasonable					Staff training records confirmed emergency evacuation drills.
3. Application of a decision tree should be flexible					No damaged or worn containers were observed during the inspection.
4. Decision tree can be used for guidance when determining CCPs					Uniforms and protective clothing were in good condition and stored properly.
5. Training in the application of the decision tree is suggested					No tripping hazards were observed in kitchen areas.
6. If a hazard has been identified as necessary for safety and no control measure presents at that step, then the product/process should be modified/changed at that step, or at earlier or later step so as to include a control measure					Thermometers were functional in all cold storage units.
8 Establish critical limits for each CCP (Principle 3)					
1. Critical limits should be specified and validated for each CCP					Food temperature logs were maintained during service.
2. More than one critical limit will be elaborated at a particular step in some cases					Cross-contact prevention training was documented.
9 Establish a monitoring for each CCP (principle 4)					
1. Monitoring is the scheduled measurement of a CCP relative to its critical limits					Pest control measures were observed in storage areas.
2. Monitoring procedures should be able to detect loss of control at the CCP					Cleaning tools were stored in designated, sanitary areas.
3. Monitoring should offer relevant information in time so as to make corrections and prevent critical limits from exceeding the range					Kitchen hoods and ducts were free from excessive grease buildup.
4. Process corrections should be performed when a loss of control at a CCP is detected by monitoring					Food sample retention procedures were in place.
5. Corrections should be carried out before a deviation occurs					Sharp tool handling protocols were followed.
6. Data obtained from monitoring should be evaluated by a designated person					Signs were posted in relevant languages.
7. If monitoring is not continuous, frequency of monitoring should be adequate to ensure CCPs are in control					Fire extinguishers were inspected and up to date.
8. If monitoring is not continuous, frequency of monitoring should be adequate to ensure CCPs are in control					Garbage bins were covered and emptied as per schedule.
9. Records and documents should be signed by the person who is responsible for monitoring and by a reviewing official(s)					Delivery vehicles were inspected and found clean.
10 Establish corrective actions (Principle 5)					
1. Corrective actions should be employed for each CCP to adjust deviations if they happen					All kitchen drains were clear and functioning properly.
2. The actions should make sure that the CCP has been corrected					All outlets were GFCI protected and in compliance.
3. Proper treatment of the affected products should be included					Pest traps were placed as per pest control guidelines.
4. Deviation and product disposition steps should					Training records were available and current.

Requirements & Guidelines	Compliance				Evidence & Comments
	Y	N	NI	N/A	
be documented in HACCP record					
11 Establish verification procedures (Principle 6)					
1. Procedures for verification should be established					Broken glass handling procedures were documented.
2. The frequency of verification should be adequate to ensure that the haccp scheme is working properly					Temperature alarms were functional in cold storage units.
3. Verification activities may include:					Training on handwashing before and after handling raw food
4. Review of haccp system and its records					Regular food safety audits were documented.
5. Review of deviations and product dispositions					Illness recognition training was documented.
6. Confirmation that ccps are kept under control					All ingredients and foods were stored off the floor.
7. Validation activities should include actions to ensure the efficacy of all components of the haccp scheme					Frozen foods were thawed according to procedures.
12 Establishment Documentation & Record Keeping (Principle 7)					
1. HACCP procedures should be documented and kept					Cleaning schedules were posted and followed.
2. Documentation and record keeping should be appropriate					No condensation was observed on food surfaces.
Documentation examples are:					
1. Hazard analysis, CCP determination, critical limit determination					Allergens were identified and stored separately.
Record examples are :					
1. CCP monitoring activities					Safety guards were in place on all slicing equipment.
2. Deviations and associated corrective actions					Storage areas were clean and orderly.
3. Modifications to the HACCP system					Food recall procedures were documented and known to staff
13 Training					
1. Working instructions and procedures should be employed which explain the responsibilities of the personnel at each CCP					Lifting technique training was provided.
2. Joint training of related industry and authorities offered					Cutting boards were cleaned and disinfected regularly.
3. Understanding in practical application of HACCP is important and should be encouraged					All storage areas were well-lit.

*****END*****



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